

MT DISASTER AND EMERGENCY PLAN

VOLUME III

DONATIONS MANAGEMENT

Section II: *Cooperators Roles and Responsibilities*

The following state agencies are assigned specific duties in state donations management. Each agency shall develop its own donations management procedures.

Disaster and Emergency Services (DES): Serves as lead state agency; assists Department of Health and Human Services in appointing Donations Coordinating Officer (DCO); coordinates with all governmental and volunteer participating agencies; secures agreements needed to accomplish solicited and unsolicited donations management; provides logistical support; determines demobilization and timeline; coordinates with Region VIII counterparts to determine level of federal donations management support needed; coordinates release of public information with DCO and appropriate agency Public Information Officers; develops after action reports.

Department of Public Health & Human Services (DPHHS): Establishes, manages and staffs donations hotline and hotline database; Provides DCO; provides warehouse space, equipment and manpower; prepares and submits daily reports as requested; coordinates with State IAO and VOAD agencies for other assistance as needed. Coordinates with IAO for Just-in-Time training; develops and submits after-action reports to DES.

Department of Administration: Assists DES and DPHHS in identifying and securing alternate warehouse space, when requested. Coordinates with State Logistics Officer and DCO.

Department of Environmental Quality (DEQ): Coordinates with DCO and IAO to expedite issuance of permits or waivers for disposal/ burning of non-hazardous waste; expedites disposal/ storage of hazardous waste

Department of Military Affairs (DMA): Provides transportation for donated items, warehouse equipment or operators as resources allow. Provides 24-hour security at checkpoints, staging areas, warehouse sites and distribution points. Coordinates with State IAO and Logistics Officer.

Department of Transportation (MDOT): Identifies and manages Points of Entry, checkpoints, or staging areas for incoming donations; provides convoy escort if requested; post signage to direct trucks and vehicles to designated checkpoints and staging areas; provides load movement permits and waivers as necessary; coordinates with DCO for all activities.

Montana Highway Patrol (MHP) – [Department of Justice]: Augments 24-hour security at checkpoints, staging areas, warehouse sites, and distribution points. Coordinates with State IAO and State DES Logistics Officer.

MTVOAD – Montana Voluntary Organizations Active in Disaster: The MTVOAD will be responsible to appoint a liaison to work with the DCO in resourcing donation offers.